

Global Classification

This Notice Expires 1 September 1973

STATINTL

PERSONNEL

29 August 1972

THE IDENTIFICATION OF PERSONNEL WITH
NATIONAL SECURITY CLASSIFICATION AUTHORITY

STATINTL

References: [REDACTED]

Rescission: Part VI, Paragraph F1 of [REDACTED] (Page 22)

STATINTL

1. Part VI, paragraph F2 of [REDACTED] requires that the Deputy Director for Support establish and maintain such procedures as may be necessary to enable him to furnish the names of all employees who occupy positions to which National Security Classification Authority (NSCA) has been delegated. To accomplish this purpose, procedures were established to use the position number and the first two digits of the Position Control Register (PCR) number for recording NSCA delegations in the official personnel records system. Experience in producing the first lists has surfaced several problems of administrative detail relating primarily to assignments to other than single incumbency positions. To overcome these problems some changes in our procedures are required.

STATINTL

2. Employees who occupy single incumbency positions to which NSCA has been delegated can be identified in the records system from information already available and no further action by individual components is required. A copy of Form 1150b, Notification of Personnel Action, will be sent to the employee's component as notice that such identification has been made.

3. For all types of assignments to other than single incumbency positions, components must take additional action to identify individual employees who have heretofore been delegated, and who now have, NSCA. They will report such employees to the Office of Personnel by 15 September 1972 through submission of Form 1152, Request for Personnel Action, or Form 1152a, Multiple Request for Personnel Action.

4. Officers who have the authority to delegate NSCA at the SECRET and CONFIDENTIAL levels are responsible for updating the official record by submitting personnel action requests on all new delegations or changes of delegations of NSCA to employees under their jurisdiction.

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29 August 1972

PERSONNEL

5. The personnel action requests required by paragraphs 3 and 4 above, as well as all other personnel action requests, for whatever purpose, must show the employee's level of NSCA, or the fact that he does not have NSCA, by adding one of the following numbers on the Form 1152 or Form 1152a following the eight digit "FAN":

"0000" No Authority Delegated

"0001" TOP SECRET Authority

"0002" SECRET Authority

"0003" CONFIDENTIAL Authority

6. In addition, in the case of all future personnel action requests affecting employees who are being delegated NSCA or whose NSCA is being changed or canceled, the following information must be included:

a. The level of NSCA delegated or canceled or the change being made, stated in clear text

b. The signature of an official who has the authority to make the delegation, change, or cancellation

7. Forms 1152 are retained in Official Personnel Folders. The signature on the Form 1152 of an official who has the authority to delegate NSCA will satisfy the requirement in that individuals authorized to classify information be designated in writing. Forms 1152a are not normally retained in Official Personnel Folders. In order to satisfy the requirement that individual classifiers be designated in writing, however, in the case of a Form 1152a which records a delegation, change, or cancellation of NSCA, the Office of Personnel will reproduce a sufficient number of copies to file one in the Official Personnel Folder of each of the employees affected.

STATINTL

8. Requests for new delegations, or changes in delegations, of NSCA at the TOP SECRET level will be addressed to the Director of Central Intelligence and sent to the Special Assistant to the Executive Director-Comptroller for Information Control. He will arrange to obtain the approval of the Director and will notify the requesting authority and the Director of Personnel of the action taken. The Director of Personnel will update the Position Control Register accordingly.

9. The Position Control Register to be published as of 30 September 1972, and all subsequent PCR's, will indicate the employee level of NSCA by showing a "T," "S," or "C" in the column headed CA.

STATINTL

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PERSONNEL

29 August 1972

10. Compliance with the provisions of this notice will satisfy the requirement in Part II, paragraph A of [] that officials authorized to classify information be designated in writing. Compliance also will satisfy the requirement in Part VI, paragraph F1 of [] at officials who delegate authority to classify information maintain lists of the titles of the positions to which each category of security classification authority is delegated.

11. All personnel action requests involving the delegation of NSCA to staff employees will be forwarded to OP/TRB, Room 5-E-13 Headquarters Building for processing. Delegations of NSCA to contract employees must be reported to OP/CPD, Room 5-E-69 Headquarters Building by memorandum, stating in each case the employee name, number, and level of NSCA delegation. Any questions concerning these procedures should be addressed to the Chief or Deputy Chief, Transactions and Records Branch, extension []

12. Various methods have been used to show the identity of the classifier on the face of documents. Henceforth the employee serial number will be used.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN W. COFFEY
Deputy Director
for Support

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